

GRANT REQUEST APPLICATION

Purpose: Rotary is a global network of 1.2 million community leaders who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

Livingston Sunrise Rotary Foundation grants funds to qualified charitable organizations for humanitarian initiatives that

- advance the mission of Rotary in Livingston County, Michigan, and benefit the community through International, Community and Club projects.
- align with Club's annual plan/goals. (see Statement of Annual Goals).

Grants may be awarded based on:

- Significance - Projects of size, within the means and purpose of the Foundation.
- Impact – Projects that will make a noticeable impact in the quality of life of community members and/or enhance/develop an important aspect of the community.
- Sustainable – Projects that are sustainable, the direct benefit extending beyond one year, at a minimum.
- Mission of Service – Projects that enhance the image and identification of Livingston Sunrise Rotary Club, both internally and externally, align with the Club's annual plan/goals, and give club members opportunities for meaningful service.

Qualifications:

Grants will be awarded only to recognized domestic United States nonprofit charitable organizations. Examples include: Section 501(c)(3) organizations, churches, schools, NGO (Non-governmental Organizations), and other Rotary Clubs. Grants will not be made directly to individuals. With few exceptions, grants will not be made to cover regular operating expenses of an institution or organization (i.e., building maintenance, utilities, salaries). With few exceptions, grants will be made only to support special, definitive projects by a qualified organization. Grant funds cannot be used for political or religious purpose.

Process:

A representative from the Organization shall be the Contact Person for the purpose of this request. Ideally, the Contact Person shall not be a Livingston Sunrise Rotary Club Member or a Livingston Sunrise Rotary Foundation Board Member.

All applications will be reviewed by the Livingston Sunrise Rotary Foundation Board of Directors at its regularly scheduled meetings. The Board may request that the Contact Person be present at a Board meeting to discuss the application.

Once the presentation portion of the request concludes, the Contact Person and any other representatives of the Organization, including a Club Member or Board Member acting as a representative of the Organization, are dismissed from the meeting.

The Board will then discuss the merits of the request and reach a decision. The Organization's Contact Person for the application will be notified of the Board's action.

Grant Application Deadline: Grants may be awarded throughout the year. Complete grant applications will be considered by the Livingston Sunrise Rotary Foundation Board at least quarterly.

Approved Grants:

- Upon acceptance of grant funds, the Organization will be required to submit a written report within 12 months of the date of the grant outlining specific measurable outcomes of the project. Failure to report within the time prescribed will deem the organization ineligible to apply for future Foundation grants.

GRANT REQUEST APPLICATION

- The report will include
 - Impact on the community
 - Impact on project participants
 - Number of participants served with grant funds
- Organization agrees to use the Livingston Sunrise Rotary Foundation name and/or logo on its website and in the project printed marketing materials, recognizing LSRF as a donor or sponsor.

Grant Submission: Send completed grant application to Livingston Sunrise Rotary Foundation, P.O. Box 1916, Brighton, MI 48116.

Approved 3.30.2020

CONTACT INFORMATION

Legal Name of Organization (name used filed as a Corporation):

Livingston Sunrise Rotary Foundation, P.O. Box 1916, Brighton, MI 48116

GRANT REQUEST APPLICATION

Date last IRS 990 tax form filed:

Tax Identification Number (EIN) and attach a copy of the IRS tax exemption letter to this application:

Project Name:

Organization Director/President:

Project Contact Person:

Address:

Phone:

Email:

Website:

PROJECT DESCRIPTION and PURPOSE

Please provide a description of the project for which grant funds are requested. Limit the description in application to 250 words and attach additional supporting documents if needed.

Include the following:

- Please explain how this project will benefit and/or impact the local community or international community.
- Please explain how this project will benefit and/or impact the project participants.
- Describe how the project supports the Club's annual plan goals and mission. (See Statement of Annual Goals).
- Project dates.
- Estimated number of project participants.
- Number of volunteers required for project.

SUSTAINABILITY

- Please explain how this project will be sustained or have a lasting reach beyond this grant award. (100 words or less).
- If grant funds are not received, how will this impact the project? (100 words or less).

GRANT REQUEST APPLICATION

PROJECT BUDGET-

- Please provide a project budget which includes detailed projected income and expenses.
- Attach your Organization's year-end financial statements for the most recent 2 years.

AVAILABLE RESOURCES

- 1) Please list estimated available financial resources (including matching fund incentives) from other sources of funding that are in place or anticipated to support this project.
- 2) List all community partners involved in this project.
- 3) If applicable, please also list any sources which have denied Organization's request for funds to support this project.

LIVINGSTON SUNRISE ROTARY FOUNDATION GRANT REQUEST \$ _____

DATE BY WHICH GRANT FUNDS ARE NEEDED: _____

Signed by: _____

Date: _____

Rotarian Contact Person, if any: _____

ATTACHMENTS to APPLICATION (checklist):

- 501(c)(3) IRS Letter of Tax-Exempt Status
- 2-years (most recent) Organization's Year-End Financial Statements
- Project Budget
- Supporting Documents, if applicable
- Letters of Support, if applicable